NAVY & MARINE CORPS WATCH STANDING

DEFINITION OF A WATCH

- **Watch**: Any period of time during which an individual is assigned specific, detailed responsibilities on a recurring basis.

DEFINITION OF WATCH OFFICER

A commissioned or warrant officer regularly assigned to duty in charge of a watch or portion of a watch.

- Medical, Medical Service, Nurse, Dental, and Chaplain Corps personnel may not be assigned watches or duties not related their respective fields.
- Marine Officers below the grade of Major may be assigned as Officer of the Deck (OOD).
- A CO may assign to duty in-charge-of-watch any Petty Officer or Noncommissioned Officer who is subject to his/her authority and is qualified for such duty.

OFFICER OF THE DAY (OOD)

- Marine Corps’ equivalent of the Navy Watch Officer.
- If the number of commissioned or warrant officers is limited in a Marine command, the Commanding Officer may assign the duties of OOD to Staff Noncommissioned Officers.

OOD PERFORMANCE

- **Accountability**
- **Responsibility**
- **Authority**
- **Duty**

WATCH OFFICER/OOD CHARACTERISTICS

- **Forehandedness**
- **Vigilance**
- **Judgment**
- **Moral Courage**
- **Leadership**
- **Technical Knowledge**
- **Energy**

STANDING ORDERS

- SOPs that apply to a particular watch or post.
- Instituted and promulgated by the CO.

GENERAL ORDERS

- Standardized throughout the naval service.
- Applicable to all ranks as they stand watch.
- 11 General Orders . . .

GENERAL ORDER #1

- **To take charge of this post and all government property in view.**

GENERAL ORDER #2

- **To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.**

GENERAL ORDER #3

- **To report all violations of orders I am instructed to enforce.**

GENERAL ORDER #4

- **To repeat all calls from posts more distant from the guardhouse than my own.**

GENERAL ORDER #5

- **To quit my watch/post only when properly relieved.**

GENERAL ORDER #6

- **To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer/Field Officer of the Day, Officer of the Deck/Day, officers, and petty officers/noncommissioned officers of the watch/guard.**

GENERAL ORDER #7

- **To talk to no one except in the line of duty.**

GENERAL ORDER #8

- **To give the alarm in case of fire or disorder.**

GENERAL ORDER #9

- **To call the Officer of the Deck/Day in any case not covered by instructions.**

GENERAL ORDER #10

- **To salute all officers and all colors and standards not cased.**

GENERAL ORDER #11

- **To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.**

SPECIAL ORDERS

- Promulgated by the CO.
- Cover a certain time or situation.
- May be written or verbal.
- Prescribe a special duty to be performed during a watch that is not a routine standing or general order.

COUNTERSIGNS

- Use directed by CO.
- May be used in garrison, but is primarily intended for defending tactical areas.
- Authorization:
  - Devised by the highest headquarters within a zone or area.
  - Authority may be delegated to subordinate units when necessary for their immediate use.
  - Only one countersign allowed within a command during a specified period.

SELECTING A COUNTERSIGN

- Words selected should be difficult for enemy to pronounce.
- Word selected for challenge must not suggest word for password. (Ex: Atomic: Bomb)

USING A COUNTERSIGN

- The initiative to use a countersign rests with the challenging watch stander.
- Watch stander must never leave his/her post to chase someone who doesn’t know the countersign. (Remember General Orders.)
- Mutual identification is essential.

CHALLENGE/PASSWORD EXAMPLE

- “Halt, who’s there?”
  - “It’s LT Jones.”
- “Advance, LT Jones, to be recognized.”
  - LT Jones advances.
- In a low tone, “Halt. Rooster.”
  - LT Jones replies, “Snowflake.”
- “Advance, LT Jones.”

DEADLY FORCE

- That force which a person uses with the purpose of causing serious injury, substantial risk of death, or serious bodily harm.
  - Authorized only in conditions of extreme necessity and only as a last resort.
  - Justified only under specific circumstances…

IN SELF-DEFENSE

- When deadly force reasonably appears to be necessary to protect military law enforcement, or
- When security personnel reasonably believe themselves to be in imminent danger of death or serious bodily harm.

IN DEFENSE OF PROPERTY INVOLVING NATIONAL SECURITY

- To prevent the threatened theft of, damage to, or espionage aimed at property or information designated as being vital to national security.
- To prevent the actual theft of, damage to, or espionage aimed at property or information designated as being of substantial importance to national security.

IN DEFENSE OF PROPERTY NOT INVOLVING NATIONAL SECURITY BUT DANGEROUS TO OTHERS

- To prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which is inherently dangerous to others (i.e., presents a substantial potential danger of death or serious bodily harm to others).

TO PREVENT OR INTERRUPT SERIOUS OFFENSES AGAINST PERSONS

- When deadly force reasonably appears to be necessary to prevent or interrupt the commission of a serious offense which is observed by the watch stander as threatening death or serious bodily harm to other persons.
- Includes murder, rape, and armed robbery.

APPREHENSION AND ESCAPE

1. To apprehend or prevent the escape of a person reasonably believed to have committed theft, damage to, or espionage aimed at property or information designated by the Commanding Officer or other competent authority as vital to national security or of substantial importance to the national security.

APPREHENSION AND ESCAPE (con’t)

2. To apprehend or prevent the escape of an individual whose unauthorized presence in the vicinity of property or information specifically designated by the Commanding Officer or other competent authority as vital to national security reasonably appears to present a threat of theft, damage, or espionage.

APPREHENSION AND ESCAPE (con’t)

3. To apprehend or prevent the escape of a designated prisoner when deadly force has been specifically authorized by competent authority and reasonably appears to be necessary.

LAWFUL ORDER

- When the application of deadly force has been directed or authorized by the lawful order of competent authority that shall be governed by the provisions of these instructions.

POSTING AND RELIEF

- Relieving the watch is controlled and precise.
- One’s ability to handle situations and tactical decisions is significantly reduced during the transition period between watches.

GENERAL RULES

- Report 30 minutes prior to watch time.
- Inspect all applicable spaces and equipment.
  - Marines hold guard mount.
- Examine all applicable log readings.
  - Marines review OOD log book.
- Read the remarks sections of applicable logs and ask questions as necessary.

GENERAL RULES (con’t)

- Both parties are responsible for ensuring the relieving watch is completely aware of all unusual conditions.
- Use customary Navy terms when writing reports and talking to others.
- Use proper telephone procedures.

NAVY WATCH RELIEF

- Permission is obtained from the watch supervisor to relieve the watch.
- Relief reports, “Ready to relieve.”
- Person being relieved gives a status report of the watch section.
- Relief tours the watch station.

NAVY WATCH RELIEF (con't)

- Person being relieved completes briefing of relief and answers questions.
- When relief is satisfied that he/she is informed regarding the watch, he/she states, "I relieve you."
- Responsibility for watch station shifts to the oncoming watch stander, and the person being relieved states, "I stand relieved."

USMC WATCH RELIEF

- Upon completion of guard mount (an inspection of the guard), the old and new officers of the day both report to the Executive Officer for relief and posting.

USMC WATCH RELIEF (con't)

- March in at attention, covered, wearing side arms, and halt in front of the XO with old OOD on the right. Both salute together.
- The old OOD says, "Sir/Ma'am, LT… reports as old officer of the day," and hands the logbook to the XO.
- The XO reads the logbook, asks questions, and comments as necessary.
- The XO informs the old OOD, "You are relieved."

USMC WATCH RELIEF (con't)

- The old OOD responds, "Aye, aye, Sir/Ma'am," takes one step backwards, salutes, executes an about-face, and departs.
- The new OOD again salutes and says, "Sir/Ma'am, LT… reports as the new Officer of the Day."
- The XO gives the new OOD instructions and dismisses him/her.
- The new OOD then responds, "Aye, aye, Sir/Ma'am," takes one step backwards, salutes, executes an about-face, and departs.

THE WATCH LOG/LOGBOOK

- A complete chronological log maintained to ensure an accurate permanent record of the command's activities.
- Used to record every circumstance of importance or interest that concerns the crew or unit and the operation and safety of the ship/station.
- Can be used as evidence before courts and other legal bodies

LOG ENTRY PROCEDURES

- Log entries are entered with ball-point pen in **black ink**.
- Entries are made in legible capital block letters.
- All entries must be complete and accurate, written in standard naval language.

CORRECTING LOG ERRORS

- **There must be NO erasures in a log.**
- Draw a single line through the mistake, horizontally, so that it remains legible.
- Initial the mistake.
- Continue the entry correctly.
- The watch stander who signs the log is the only person authorized to make corrections, additions, or changes to the log.

LOGBOOK ENTRY FOR ASSUMING/RELIEVING WATCH

- The first line after the heading should relate to assuming the watch.
- There is normally standard verbiage written with this entry.
- Often you will annotate a serialized inventory of gear that you have taken responsibility for upon assumption of the watch.
- If in doubt about how you should open your watch in the logbook, ask.

LOGBOOK ENTRY FOR ASSUMING/RELIEVING WATCH (con’t)

- Upon completion of the watch, the last line shall read, "I, …, have been properly relieved off all duties by…" (oncoming watch’s name).
- Sign your name on the next line.
- Print your name under your signature.

LATE ENTRIES IN LOG

- There are times when events occur too quickly for the watch stander to make entries in the log.
- If this occurs, you can make a late entry.

PROCEDURE FOR LATE ENTRIES

- In the left margin corresponding to where the entry should have been, place an asterisk (*).
- Enter the late entry on the next available line and place another asterisk in the left margin.
- Put the original time the event took place, followed by the information.

ENDING A PAGE IN THE LOG

- From the bottom right of the last line of information, draw a diagonal line to the lower left corner of the page.
- Print on the diagonal line, "**NO FURTHER ENTRIES THIS PAGE**," and initial the entry.

QUESTIONS & SUMMARY